

MACRAO Executive Committee
Friday, January 23, 2009
MACRAO Leadership Summit
Marriott Hotel – East Lansing

Lunch meeting

Attendees: Melinda Booth, Debbie Harju, Karen Hutslar, Pete Lacey, Anne Monroe, Scott Owczarek, Dorene Root, Howard Shanken

Absent: Kristin Schuette, Stacey Stover

Call to Order:

The meeting was called to order at 11:40 a.m. by Karen Hutslar. The minutes from December 4, 2008, were moved for approval by Anne Monroe, seconded by Howard Shanken. The minutes were approved.

Officer's Reports

Treasurer:

Pete Lacey reported that no additional money has been forwarded from Ohio or Indiana for unpaid registrations or workshops from the fall conference. The Treasurer's report was moved for approval by Anne, seconded by Howard and approved.

Beginning balance: \$108,110.65

Revenues: \$56,495.56

Disbursements: \$99,856.65

Funds Available: \$64,749.56

President:

Karen asked the Executive Committee members if they had any questions about the meeting she and Howard attended in Lansing on January 15, regarding the possible new college access portal. Howard encouraged us to support this project.

Karen also discussed the MACRAO proposed budget and brought attention to the fact that much more money is committed to projects than expected income revenues. This is an important issue and will be further discussed with the Committee Chairs and Co-Chairs at the meeting this afternoon.

Past President:

At the February meeting, Howard will report more on the upcoming legal conference and also report on the nominations and elections process for the coming year.

President-Elect:

Committee & Leadership Manual:

The Committee & Leadership Manual and all of the accompanying MACRAO forms were updated for this coming year. The Committee Chairs and Co-Chairs will receive a copy of the manual at the

Leadership Summit for their own use and reference. Kristin has published the updated forms and the manual on the web site @ <http://www.macrao.org/Committees/Committees.asp>. Debbie and Kristin will continue to review and update the web site, as needed.

As we discussed last year, Kristin and Debbie have spent some time designing a database to be used for the submission of fall conference session/workshop detail online via MACRAO's web site. The goal is to allow access to designated committee members so they can submit and update their session detail as needed. The entries will be date stamped to ensure session updates are captured correctly and to make it easier for all involved. Since Debbie will be sending out a call for session proposals to the general membership in February, we may want to consider using the Preliminary Fall Conference Session/Workshop Proposal and Final Fall Conference Session Workshop Form temporarily to conduct some testing of the database before going "live". Debbie would like to discuss this in greater detail with the Committee Chairs and Co-Chairs to gather their thoughts and feedback. The Preliminary Fall Conference Session/Workshop Proposal and the Final Fall Conference Session/Workshop Form were updated and included in the Committee & Leadership Manual this year and the following notation was added: "*An online Fall Conference Session/Workshop database is under development; please use this form until further notice.*"

AACRAO State and Regional Leadership Meeting – December 2008

Debbie attended the AACRAO State and Regional Leadership Meeting, held in Washington D.C., December 12 – 14, 2008. This was a worthwhile meeting and she highly recommends a MACRAO Executive Officer or two attend next year, if this workshop is offered. The following topics were presented:

1) Legal Issues for Non-Profit Associations – Presented by Jim Goldberg, Goldberg and Associates, PLLC (PowerPoint is included with this report.) Important items to note:

- A. New developments with IRS, Revised Form 990 is to be submitted by Association on or before May 15, 2009. Link to IRS web site regarding the Form 990: <http://www.irs.gov/charities/article/0,,id=181089,00.html>.
- B. Tax advantage given to vendors for contributing to "C3" status. Solicit vendors at the end of the year for donations.
- C. If Association sells products, the Association must collect and submit sales tax.

Debbie has recommended that MACRAO consult a tax attorney regarding some of these issues including mileage reimbursement questions.

2) Government Relations – Get Involved at the State Level – Presented by Shelley Rodgers & Mona Mohib

3) Taking a Stand Legislatively: What Texas Learned – Presented by Mike Allen, University of Texas at Austin (PowerPoint is included with this report.) Interesting comment during his presentation – Association collected \$27,000 last year from publishing and selling their College Night Calendar.

4) GISEM – The GACRAO Institute for Strategic Enrollment Management – Presented by Joe Head, Kennesaw State University (PowerPoint is included with this report) Very interesting concept to promote Professional Development at Annual Conference! Joe would be willing to speak with

the Executive Committee or present idea at the Annual Conference. MACRAO would be required to pay all travel expenses.

5) For the Executive Committee Members attending AACRAO's Conference in Chicago (April 2009) there is an AACRAO sponsored State and Regional Pre-Conference Workshop on Monday, April 13 from 8:30-11:30 am. The workshop is free and we are all welcome to attend. Debbie has already registered for the Conference and Pre-Conference Workshop.

MACRAO LOCAL ARRANGEMENT COMMITTEE

The first 2009, LAC Meeting is scheduled for Friday, February 6, 2009. It will be held at Davenport University in Lansing from 10:00 am – 12 noon.

Historian:

Dorene discussed whether or not MACRAO wanted to schedule a Michigan dinner at the annual AACRAO conference this year in Chicago. It was decided that the event would not be coordinated this year.

Web Editor:

Kris was not able to attend the EC meeting, but submitted this report prior to the meeting.

Kris has seen many College Day/Night and Transfer Fair requests go through the new online system for next fall. Renae is still reviewing requests, but all appears to be working quite well and more efficiently.

As discussed and approved at the last meeting, the reference to "college mall" on the MACRAO site has been removed and the URLs will expire any day now. A new online session proposal application has been designed. Kris would like everyone to test how this is working as soon as possible because if any changes are needed, she will have more time to make them now rather than later. Committee members will be able to submit session proposals for the annual conference online. To access the form, committee members need to go to the 'Member Login Menu' and select 'Session Proposals' under 'Other Secure Tools'. Submitted sessions can be edited and deleted, as needed. Non-EC committee members can view/edit/delete sessions in which their committee is participating. EC members can view/edit/delete all sessions, as well as "approve" sessions, which locks out non-EC members from editing session information.

Newsletter Editor:

Melinda reported that the next MACRAO Newsletter will be going out to members within a couple of days. Kris and Melinda have been working with the graphic designer to find a new MACRAO logo that will work well both on the web and with printed materials. They are making progress and will have examples to show us soon.

Membership Coordinator:

Scott reported that we have one affiliate application that needs to be considered.

Old Business:

Anne discussed that we still do not have a Chair for the Legislative Issues Committee and hardly any members. Please recommend individuals for this committee to Anne and she will solicit their participation.

New Business:

Scott has initiated discussions with MSU, the Registrar's Practices Committee and the Regional VA Representative proposing the development of a workshop that would discuss new regulations including Chapter 33, the post 911 GI Bill etc. The invitation to this workshop will be extended to Financial Aid personnel as well.

Debbie reminded us that at the December meeting we talked about soliciting schools who are not currently members to become MACRAO members. Scott will send a letter under the President's signature.

Comments from the Floor:

Chris Marx inquired about the protocol for obtaining EC approval for upcoming expenditures related to the MACRAO Summer Summit. Howard explained that all contracts and proposed expenditures must be forwarded to the Executive Committee for approval before making any commitments. All contracts require the MACRAO President signature.

The next regularly scheduled MACRAO Executive Committee meeting is scheduled for Friday, February 27, 2009, in Mt. Pleasant. Location will be announced.

The meeting was adjourned at 12:25 p.m.

Respectfully Submitted:

Dorene Root
MACRAO Historian



Treasurer's Report to the MACRAO Executive Committee

Tuesday, January 20, 2009

FUND BALANCE - December 4, 2008

Savings:	\$50,688.40
Checking:	<u>\$57,422.25</u>
	\$ 108,110.65

RECEIPTS:

Savings

Interest-Savings	\$33.17
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Checking

Fall Conference 2008	
School Conference & Workshop Registrations/Misc	\$56,195.56
Membership Dues	\$300.00

TOTAL MONTHLY REVENUES	<u>\$56,495.56</u>
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TOTAL ACCOUNT BALANCE	\$ 164,606.21
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DISBURSEMENTS:

Executive Board Costs

AACRAO Leadership Meeting	\$720.97
Meals	\$84.76

Fall Conference 2008

Hotel, food, equipment, misc.	\$95,102.87
Vendor revenue sharing with OACRAO	\$2,700.00

EEO Committee

Award expense	\$90.00
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Articulation Conference 2008

Summer summit expenses	\$163.05
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Miscellaneous

Stop payment renewal fee	\$4.00
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Michigan Transfer Network (MTN)

Monthly Service Fee - Jan. 09	<u>\$991.00</u>
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TOTAL MONTHLY DISBURSEMENTS	<u>\$99,856.65</u>
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FUNDS AVAILABLE, January 20, 2009:

Savings:	\$50,721.57	<u>\$ 64,749.56</u>
Checking:	\$14,061.16	

Respectfully submitted,

Pete Lacey
Treasurer